



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

Judicial Aide

Circuit Court

Starting Salary: K-6 (A) \$20.02/hr

Monday – Friday, 8:00 a.m. – 5:00 p.m.

Posting: # 026-22

Date Posted: 01/13/2022

Deadline: Until filled

Responsibilities and Qualifications:

Provide primary support to the judge to enable the courtroom and office to function and perform its duties effectively and efficiently; ensure that all court proceedings are documented and that the court's disposition of cases complies with caseload management guidelines mandated by the Supreme Court.

- Manage, maintain and organize the court office and courtroom by participating in and supervising all court proceedings and documenting all courtroom activity.
- Monitor, modify, and coordinate the court schedule for all cases scheduled before the court.
- Serve as a judicial advocate by monitoring and evaluating requests for communication with the judge.
- Compose, prepare and disseminate court orders and correspondence; compile and maintain and report statistics as required.
- Advise court staff, attorneys, media, litigants, public or pertinent case information, court procedures, and public relation matters.
- Assist and provide recommendations in interviewing applicants for law clerk positions and student interns; train, direct and provide ongoing guidance.
- Other duties as assigned.

Education:

Bachelor's degree in criminal justice or related field; 4-5 years court or related field experience; or a comparable combination of education and experience.

Experience:

Must have basic knowledge of Microsoft package and the; propensity to learn new computer applications. The ability to maintain confidentiality, handle multiple priorities and continuous interruptions, work independently and as a team member. Produce high volume capacity, and maintain composure in a confrontational situation. Excellent organizational/prioritization skills and communication skills with judges, attorneys, public, and the media.

HUMAN RESOURCES DEPARTMENT

201 West Kalamazoo Avenue | 4th Floor | Kalamazoo, MI 49007

Phone: 269.383.8998 | www.kalcounty.com/hrd

VETERANS: Please provide your joint services transcript with your application.

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